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U.S. DEPARTMENT OF STATE
U.S. EMBASSY ADDIS ABABA, ETHIOPIA
NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: U.S. Embassy Addis Ababa PAS Annual Program Statement
Funding Opportunity Number: PAS-APS-FY22
CFDA Number: 19.040 – Public Diplomacy Programs
Date Opened: March 21, 2022
Deadline for Applications: June 01, 2022
Maximum for Each Award: $200,000
Federal Agency Email: *PASAddisGrants@state.gov*

A. PROGRAM DESCRIPTION

The U.S. Embassy Addis Ababa Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy small grants program. This Annual Program Statement outlines our funding priorities, strategic themes, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Small Grants: PAS Addis invites proposals for programs that strengthen cultural ties between the U.S. and Ethiopia through cultural, media and exchange programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policies, values, and perspectives.

Examples of PAS small grants programs include, but are not limited to:
- Academic and professional lectures, seminars and speaker programs;
- Artistic and cultural workshops, joint performances and exhibitions;
- Programs developed by an alumnus/a of a U.S. sponsored or supported educational or professional exchange program;
- Programs that strengthen U.S. college and university relationships with local higher education institutions, businesses, and/or regional organizations;
- Media trainings.

The APS is intended to inform individuals, non-governmental organizations, think tanks, and academic institutions about opportunities from the Public Affairs Section to support projects in at least one of the following thematic areas:
- Efforts to support Ethiopia's economic and political reforms, including support for civil society, democracy and governance, and/or entrepreneurship;

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- Strengthening independent and state media through media literacy with a focus on workshops for general audiences, like high school classes or clubs, university groups, etc., to learn about how to discern reliable sources of information, how to identify mis- and disinformation, etc.;
- Science, Technology, Engineering, Arts and Mathematics (STEAM);
- Engaging emerging and under-represented populations, including youth, women and persons with disabilities through education, art, sports, culture and other programs;
- Promoting tolerance and peace through dialogue;
- Promoting economic growth, especially via entrepreneurship;
- Promoting sustainable policies to protect the environment.

Priority Program Areas:

Proposals must identify how it fulfills a broad U.S. Embassy priority:
- Spur Broad-based Economic Growth and Promote Development: strengthen role of women and youth in economic activity; improve trade and investment climate; and increase opportunities for employment transition.
- Promote resilient peace, security, and democratic institutions in Ethiopia: Strengthen transparent, democratic institutions that promote good governance, rule of law, peace building, and human rights principles at all levels of government and society; support pluralistic, inclusive dialogue processes.
- Promote sustainable development and mutual prosperity through expanded and deepened partnerships and mutual understanding: Support shared global interests in sustainable economic and human development for vulnerable citizens and communities; strengthen the U.S.-Ethiopian economic and commercial relationship by promoting market-oriented reforms and expanding two-way trade and investment; rebuild and expand people-to-people connections between Ethiopians and Americans.

Participants and Audiences:

The Public Affairs Section encourages applications from U.S. and Ethiopian organizations and individuals including:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience;
- Non-profit or governmental educational institutions;
- Individuals will be considered, but priority is given to registered organizations and educational institutions with a proven track record of success.

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For-profit or commercial entities are not eligible to apply.

The following types of programs **are not eligible for funding:**

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing U.S. government programs.

Authorizing legislation, type, and year of funding:

Funding authority for this small grant program is Smith-Mundt. This Public Diplomacy Statutory Authority helps promote a better understanding of the United States in other countries. The source of funding for the program is FY2022 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: 6 to 12 months
Number of awards anticipated: Approximately six awards (dependent on amounts)
Award amounts: Awards may range from a minimum of $25,000 to a maximum of $200,000
Type of Funding: Fiscal Year 2022 Public Diplomacy Funding
Anticipated programs start date: August 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative Agreement. Cooperative Agreements are different from grants in that PAS staff are more actively involved in the grant implementation.

Program Performance Period: Proposed programs should be completed within a year or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the

program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Ethiopian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions

For-profit or commercial entities, including for-profit media organizations, are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

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DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform
NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For help from within the U.S., call 1-888-227-2423
For help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto:
https://www.sam.gov. SAM registration must be renewed annually.

Note: Dun and Bradstreet Universal Numbering System (DUNS): Organization registrations prior to April 2022 require applicants to obtain a DUNS prior to registering in SAM. By April 2022, the federal government will stop using the DUNS number as an entity identifier and will transition to the Unique Entity Identifier (UEI) issued by SAM. Beginning in April 2022, overseas organizations should apply for an NCAGE code and then go to SAM.gov to complete their registration, a UEI will be generated as part of the SAM.gov registration process

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

4. Submission and Review Dates

The Public Affairs Section will review proposals according to the following schedule:

- Proposals received between *March 21 and June 01* will be reviewed in *June with responses going out by July.*

Proposals should be submitted via email to *Mission Addis Ababa Public Affairs Grants Management Team* at *PASAddisGrants@state.gov*

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D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at *https://www.grants.gov/web/grants/forms/sf-424-family.html*

1. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application
Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms
- SF-424 *(Application for Federal Assistance – organizations)* or SF-424-I *(Application for Federal Assistance --individuals)*
- SF424A *(Budget Information for Non-Construction programs)*
- SF424B *(Assurances for Non-Construction programs)*

2. Summary Coversheet: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (25 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

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- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. What aspect of the relationship between the U.S. and *XXX* will be improved? The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities**: Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Branding Plan**: Applicant's plan for branding and promotional materials.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments 1-page CV or resume of key personnel who are proposed for the program
- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov). This requires a free online registration at www.SAM.gov if you/your organization have not previously received a grant from the U.S. government.
  (NOTE: This section is required and not optional, ***except for applications from individuals instead of organizations)***

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Application Evaluation Criteria:
- Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results. The project addresses one or more of the U.S. Embassy Public Affairs Section priorities outlined above.
- Strengths and Innovation – Applicant clearly describes how its proposal will address the problem within the proposed time frame and articulates an innovative strategy or plan. The project builds civil society leadership and capacity and demonstrates sustainable capacity building.
- Embassy priorities and U.S. Content: Applicant has clearly described how stated goals are related to and support U.S. Embassy Addis Ababa's priority areas or target audiences. It is clear how U.S. content will be incorporated into the program.
- Organizational Capacity – The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.
- Sustainability – The organization demonstrates a clear plan for sustainable activity or impact of the activity after the grant period of performance.
- Budget and Budget Justification – The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

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i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

We expect final funding decisions to be made no later than July 2022. Organizations whose applications will not be funded will be notified via email.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the program activities.

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The Recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications, which will apply to this award, to ensure that they will be able to comply.

These include:
- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

○ Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Grantee is required to submit two reports:
1. **One interim report**, halfway through the project, detailing work completed and work remaining before all objectives are met. Interim report must flag any obstacles that may require adjustment of objectives.
2. **One final report** upon achievement of all objectives. Final payment will not be given to grantee until after final report is received by the Public Affairs Section.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at *PASAddisGrants@state.gov*

Note: We do not provide any pre-consultation for application related questions that are addressed in the APS. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

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Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy.   It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.